

Date: August 2019  
Our Ref: PSS/VF



**To: Head Teachers / Principals of all Primary and Secondary VA Schools, Free Schools and Academies**

Pupil and Student Services  
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[www.bolton.gov.uk](http://www.bolton.gov.uk)

Dear Head Teacher

**Admission to Primary and Secondary School 2021-2022 School Year**

I am writing in accordance with Section 89 of the School Standards and Framework Act 1998, The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 and the School Admissions Code 2014 which require admission authorities to consult each other before determining admission policies and arrangements for the 2021-2022 school year.

Voluntary-Aided Schools, Free Schools and Academies are reminded that the consultation period for any proposed changes to their admission policies for September 2021 must be undertaken for a period of at least **6 weeks between 1st October 2019 and 31st January 2020**. This applies to all Academies who chose to adopt the LA's previous admission policy when they converted to Academy status as the LA is no longer the admission authority for those schools.

Under the School Admissions Code when changes are proposed to admission arrangements, the admission authority must consult by 31st January on their admission arrangements (including any supplementary information forms) that will apply for admission applications in the following academic year. Where the admission arrangements will not change from the previous year there is no requirement to consult but admission authorities must consult at least once every 7 years even if there have been no changes.

Consultation must last for at least 6 weeks and must take place between 1<sup>st</sup> October and 31<sup>st</sup> January in the determination year.

Interim Director of People Bernie Brown



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**If you are planning to make changes to your current admission policy for the academic year September 2021 then you must adhere to this timetable and so it is suggested that this is discussed at your next governing body meeting.**

Those you must consult with are;

- Parents of children between the ages of two and eighteen
- Other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed admissions
- All other admission authorities within the relevant area (except that primary schools need not consult with secondary schools)
- The Local Authority
- In the case of faith schools, the body or person representing the religion or religious denomination

The relevant area for consultation is the area of Bolton Council and the neighbouring Local Authorities of Bury, Blackburn with Darwen, Wigan, Salford and Lancashire.

In all cases admission authorities must determine their admission arrangements for the 2021-2022 school year (even if there are no changes) by 28<sup>th</sup> February 2020. The arrangements once determined should be published on the school website by 15<sup>th</sup> March 2020 as any objections to the determined arrangements can be made to the Office of the Schools Adjudicator until 15<sup>th</sup> May 2020. A copy of the determined admission arrangements (including any supplementary forms) **must** be sent to the Local Authority by **15<sup>th</sup> March 2020**.

Academies who adopted the LA's old policy must still apply that old policy unless they have undertaken full consultation to make any changes. Academies are free to amend their policy to include other categories permitted within the School Admission Code but as a minimum it is recommended that those academies consider updating their policy to apply a straight-line distance to determine priority under the proximity criteria.

It is important that your admission arrangements comply with the statutory requirements of the current School Admissions Code which can be downloaded from the DfE website. <https://www.gov.uk/government/publications/school-admissions-code--2>

If you require any advice, guidance or support with this then please contact me on my direct line or email. Alternatively, I am happy to meet with your governing body to explain the process they must follow.

Yours sincerely

*Valerie Fogg*

**Manager, Pupil and Student Services**

**Email: [Val.fogg@bolton.gov.uk](mailto:Val.fogg@bolton.gov.uk) Direct line: 01204 332092**

Interim Director of People Bernie Brown



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